

## **P-Card Quick Reference Guide**

- **Food** - all food purchases must have the 5 W's documented – see new form
- **Receipts** - every purchase and every credit must have one. Must show total.
- **Documentation** - keep all supporting documentation related to purchases: order forms, receipts, invoices, packing slips, delivery records, etc.
- **Proof of delivery** - check off and initial or sign delivery records to show proof of delivery
- **Furniture** - requires a recommendation from the Design Center ([designcenter@sfasu.edu](mailto:designcenter@sfasu.edu)) **before** purchase, regardless of the value
- **Controlled items** - no cameras, printers, projectors, TV's, etc. over **\$500** (reference program guide); must enter requisition
- **P-Card Use Form** - must be on file before letting other's use your card; document on the receipt when others use your p-card
- **HEF Approval Form** - must be submitted for approval **before** purchase
- **Exception Form** - use to request approval **before** purchases like gifts cards
- **Office supplies** - utilize Summus for all basic office supply needs
- **PIN number** - needed at Chip and PIN credit card terminals. Call Citibank to set up **1-800-248-4553**, option 2.
- **Promotional items** - vendors must be Collegiate Licensed
- **Travel** - no travel on the p-card
- **Tax** - SFA is a tax-exempt entity – no sales tax on purchases!
- **Adobe** - not allowed on a p-card, must enter a requisition
- **Personal purchases** - never on a p-card!
- **Security** - never share your 16 digit p-card credit card number through email or any unsecure site; secure the p-card always
- **Vendor Hold Search** - must verify vendor hold status with the State of Texas for purchases over **\$500** <https://fmcpa.cpa.state.tx.us/tpis/>
- **Detailing credit transactions** - use the same FOAP used for the initial charge
- **Detailing Deadline** - always the 15<sup>th</sup> of the month unless otherwise notified in the p-card list serve emails
- **Detailing Account codes** - use alphabetical list for easy account code lookup

### **Questions or Comments?**

Call or email anytime!! 468-4353 [pcard@sfasu.edu](mailto:pcard@sfasu.edu)

*For detailed information regarding p-card use please reference the P-Card Program Guide <http://www.sfasu.edu/purchasing/845.asp> and Policy 17.11, or contact the P-Card Coordinator.*